

Appendix B

Commonwealth of Virginia Database Index Reporting Form							
1. Public Body Name & Numeric Code: <i>Dept. of Rehab Services 262</i>	4. Point of Contact: <i>Jack Caraher</i>						
2. Database Title: <i>DDS Claimant Tracking</i>	5. Phone Number: <i>804-662-7518</i>						
3. Database Acronym: <i>CIACS</i>	6. Signature & Date: <i>Ann Stanford 7/14/97</i>						
<p>7. Database Description and Contents: (Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</p> <p><i>Tracks demographic data on claimants who apply for disability (SSI/SSDI) and are being reviewed by the Disability Determination Services unit of the agency. Claimant specific data is confidential.</i></p> <p><small>Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</small></p>							
8. Date of Last Update: <i>7/14/97</i>	9. Frequency of Update: <input checked="" type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:						
<p>10. Formats Available and Schedule of Fees: (Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</p> <table border="0"> <tr> <td>a. <u>Format</u></td> <td>b. <u>Cost</u></td> </tr> <tr> <td><i>. hard copy</i></td> <td></td> </tr> <tr> <td><i>. diskette</i></td> <td></td> </tr> </table>		a. <u>Format</u>	b. <u>Cost</u>	<i>. hard copy</i>		<i>. diskette</i>	
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Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97